

**NOTICE OF JOB ANNOUNCEMENT  
CITY OF STEPHENVILLE**

**POSTING DATE:** June 16, 2016      **DEPARTMENT:** Library  
**JOB TITLE/CODE:** Full Time Library Clerk  
**STARTING RATE:** \$ 11.67/hr

**BRIEF DESCRIPTION AND QUALIFICATIONS:**

The **City of Stephenville** is currently accepting applications for the position of full-time **Library Clerk**. Must be 18 years of age or older. High school diploma or GED required. Must type 45 wpm, possess excellent customer service and computer skills. Duties include cataloging and shelving of books, assisting patrons, answering telephones, processing library card applications, checking materials in and out utilizing an automated computer system. Weekends and weekday evening hours required (Library open Tuesday through Saturday). Position requires lifting and carrying of materials up to 50 pounds and ability to pull or push book carts up to 100 pounds. Prior experience in like position is desired.

**CLOSING DATE:** Open until filled. Position may close without notice.

**CONTACT:** Applications are available at City Hall, 298 W. Washington, Stephenville, TX 76401, or on-line at [www.stephenvilletx.gov](http://www.stephenvilletx.gov)